

30 December 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
30 December 1981

25X1

1. [REDACTED] a part time Data Transcriber,
EOD'd to Production Division on 28 December.

2. As of 28 December, the Insurance Branch advises that
there is still no info on Health Benefits or costs for 1982. A
limited Open Season is still in effect until 31 December, however,
for those employees who may wish to enroll in the Agency plan
or move from one plan to another.

SIGNIFICANT EVENTS FOR THE COMING WEEK:

Nothing significant to report at this time.

Wm
Chief, Administrative Staff